

# do10



## Fight the Flu

### 7. Know Your Office Emergency Plan

During an influenza (flu) outbreak, including a pandemic, employers play a key role in planning, preparing, and protecting employees' health and safety, which will limit the impact of the disease on the economy and community. The best strategy to reduce absenteeism due to flu is to reduce crowded settings, clean work spaces routinely, and encourage employees to get vaccination, and use infection control measures. Below are recommendations for employers and employees to reduce the impact of flu.

#### Employers and employees should:

- Stay home if you have a fever of 100° or higher.
- If flu symptoms appear at work, make arrangements to go home immediately.
- Call your healthcare provider or the county health department to schedule a flu vaccination.
- Wash your hands frequently with soap and warm water for 20 seconds. If soap and water are not available, use hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Cover your cough with a tissue or into your upper sleeve.
- Clean common surfaces frequently, for example telephone, doorknobs, and faucets.
- Implement staggered flex hours, telework, or spread out in an alternate facility to reduce exposure at the workplace.
- Utilize non-face-to-face interactions, conference calls, video conferencing, or internet to conduct business

- Practice social distancing and infection control measures outside the workplace.

#### Employers and employees should not:

- Shake hands.
- Use other workers' phones, desks, offices, tools, and equipment.
- Stand within 6 feet of coworkers and customers to avoid exposure to droplets from a cough or sneeze.
- Travel unnecessarily and conduct non-essential meetings, gatherings, workshops and training.

#### Social Distance Examples:

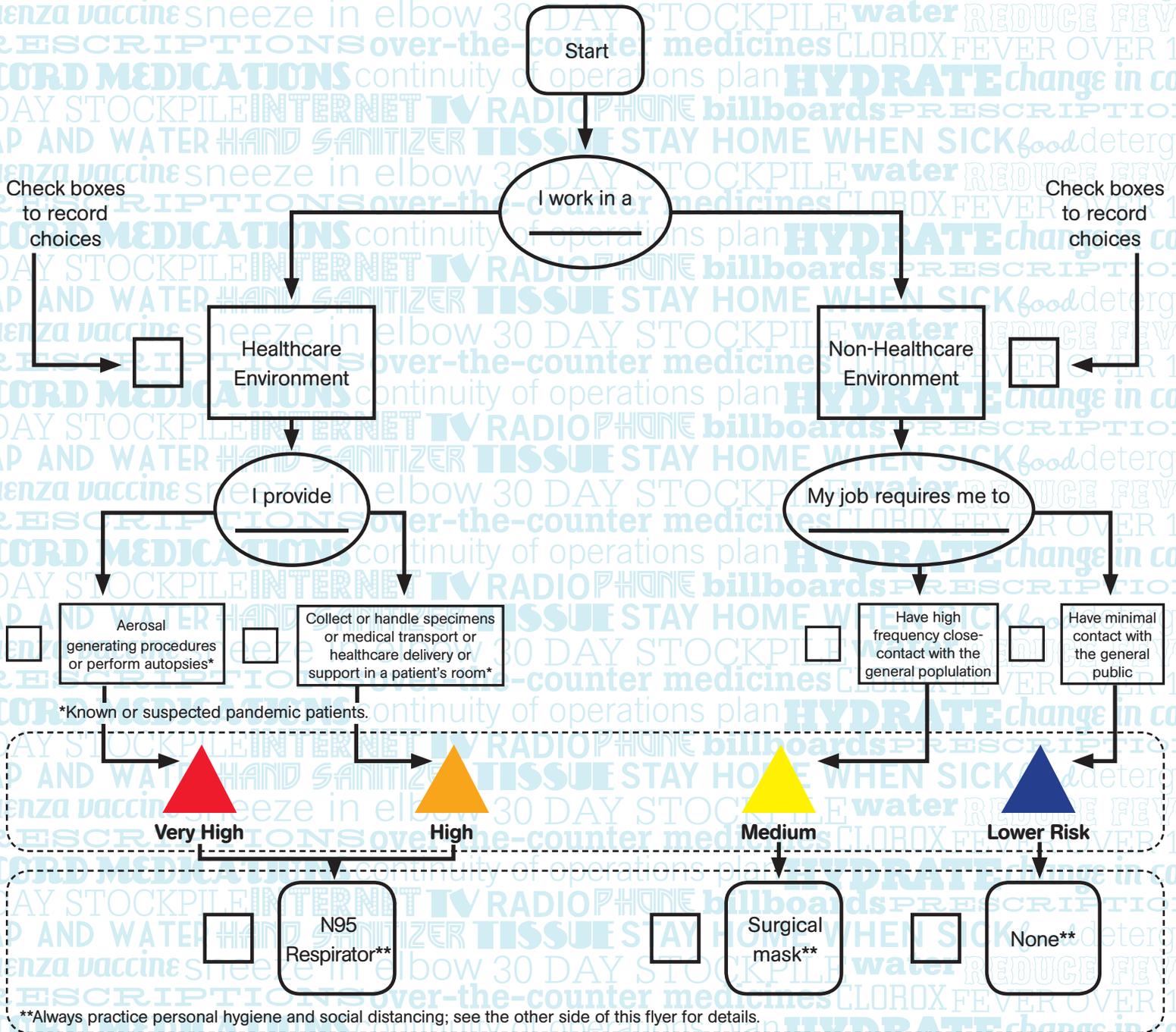
- Arrange cubicle to maintain a six foot distance between employees.
- Allow only one employee in a cubicle at any one time.
- Create non-face-to-face processes so clients can access services via phone, email, or fax
- Use doorstops on office, break rooms, bathrooms, and stairwell doors to reduce surface contamination.
- Implement staggered lunch times to reduce the number of employees in small areas.
- Encourage employees to take the stairs or minimize the number in the elevators.
- Mark the floor with tape every six feet to remind employees about social distancing.

Alabama Department of Public Health

The RSA Tower • 201 Monroe Street • Montgomery, AL 36104

For more information, please call 1.866.264.4073 • [www.adph.org/do10](http://www.adph.org/do10)

# OCCUPATIONAL RISK FLOW CHART



**Print Name of Employee** \_\_\_\_\_

**Job Classification/Function** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date Signed** \_\_\_\_\_